

~~SECRET~~

~~CONFIDENTIAL~~ 28 JULY 1960

MEMORANDUM FOR: CONTROLLER

SUBJECT: TRANSFER OF GS-9 INDUSTRIAL CONTRACT AUDIT DIVISION
POSITION [REDACTED]

1. AFTER A RECENT VISIT TO [REDACTED] MR. WHITE, DEPUTY DIRECTOR OF SUPPORT, AND MR. GARRISON, CHIEF, OFFICE OF LOGISTICS, SUGGESTED THAT WE GIVE CONSIDERATION TO HAVING THE [REDACTED] CONTRACTOR'S INVOICES "DESK AUDITED" AT [REDACTED] RATHER THAN AT HEADQUARTERS. THE VOLUME OF DESK AUDIT REQUIRED [REDACTED] WAS SUCH THAT IT WOULD HAVE REQUIRED ONLY ONE-THIRD OF AN EMPLOYEE'S TIME. BASED ON THIS FACT, WE WERE UNABLE TO JUSTIFY TRANSFERRING AN EMPLOYEE TO [REDACTED] TO ACCOMPLISH "DESK AUDITING". HOWEVER, WE COMMITTED OURSELVES TO A CONTINUING REVIEW OF THE SITUATION AND IT WAS AGREED THAT IF IT BECAME FEASIBLE, THE APPLICABLE "DESK AUDITING" SHOULD BE TRANSFERRED TO [REDACTED]

2. I HAVE JUST RETURNED FROM MAKING A SURVEY OF [REDACTED] OPERATIONS AND AM NOW OF THE OPINION THAT WITH THE INCREASED CONCENTRATION OF CONTRACTS [REDACTED] THE WORKLOAD HAS INCREASED TO THE POINT THAT THE ADDITION OF ONE PERSON TO THE STAFF THERE IS NOT ONLY JUSTIFIED BUT ALSO DESIRABLE. THIS THIRD PERSON WOULD PROVIDE MUCH NEEDED ASSISTANCE ON OUR FIELD AUDITS AND ALSO BE AVAILABLE FOR "DESK AUDITING". THE ATTACHED "COMPUTATION OF MANPOWER REQUIREMENTS" INDICATES THE NEED FOR THREE INDUSTRIAL CONTRACT AUDIT DIVISION EMPLOYEES [REDACTED] AND INDICATES THAT THE TIME OF A THIRD PERSON COULD BE USED APPROXIMATELY TWO-THIRDS ON "FIELD AUDITING" AND ONE-THIRD ON "DESK AUDITING".

3. TO MEET THIS NEED FOR AN ADDITIONAL PERSON [REDACTED] I WOULD LIKE TO TRANSFER MR. [REDACTED] AS SOON AS POSSIBLE ON A PCS BASIS. MR. [REDACTED] HAS HAD EXPERIENCE BOTH AS A DESK AUDITOR AND AS A FIELD AUDITOR AND HAS PERFORMED VERY WELL IN BOTH CAPACITIES. HIS PRESENT GRADE IS GS-8. WHILE HIS SELECTION WAS MADE WITHOUT REGARD TO HIS MARITAL STATUS, THE SELECTION IS ALL THE MORE DESIRABLE IN VIEW OF THE FACT THAT HE IS SINGLE AND THEREFORE NO MAJOR MOVING PROBLEMS OR EXPENSES ARE INVOLVED.

4. IF YOU APPROVE THIS PROPOSED TRANSFER, I WOULD LIKE TO MAKE IT EFFECTIVE AS SOON AS POSSIBLE.

[REDACTED]
CHIEF
INDUSTRIAL CONTRACT AUDIT DIVISION

ATTACHMENT

APPROVED:

3 AUG 1960

Approved For Release 2000/08/15 : CIA-RDP80-01240A000100080003-1
E. R. SAUNDERS
Comptroller

DOC	2	REV DATE	24-3-81	BY	60191
ORIG COMP	5	PAGES	2	REV CLASS	C
ORIG CLASS	5	NEXT REV	2011	AUTH	HR 10-2

25X1A

Approved For Release 2000/08/15 : CIA-RDP80-01240A000100080003-1

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